



San Antonio Police Department Construction Site Crime Prevention Tips

Before Breaking Ground

Prior to ground breaking or moving equipment onto a new construction job site, the construction manager or superintendent should meet with local law enforcement representatives. The San Antonio Police Department has Crime Prevention Units at each sub-station and patrol officers assigned to your district for patrol purposes.

At this meeting, the law enforcement officers should be briefed on what type of construction will be taking place and the hours of operation for the job site. The names and contact numbers of key company personnel should be supplied to law enforcement officers if a need arises for someone to be contacted during working or non working hours. It is advisable you post a sign in a conspicuous location with contact information in case of an emergency so that you can be contacted.

Keep law enforcement advised of the delivery of critical equipment or supplies of great value, or of unusual job site activity that would require special attention. Advise law enforcement of how and where your equipment and material has been marked for easy identification of the equipment or material.

Once your job site is operating, ask law enforcement to come out perform a security survey of your job site. This may help in finding areas where your security maybe weak.

Company Loss Prevention Coordinator

The general contractor should designate a loss prevention coordinator for the job site. This person should be at a management level and have experience in crime prevention and crime detection. This person should also be skilled in creating and maintaining an inventory of all tools and material for the job site.

Job Site Security

Fencing

Give the fencing of your jobsite special attention. It can be purchased or, in some areas, leased as needed. Fencing, either around the entire site or around storage areas trailers, will help control who or what enters the area.

Fencing focuses all access through one or two points, making control easier. The number of gates should be kept to a minimum and guarded or locked when not in use. It is also advisable to weld the gate hinge pins to prevent the gate from being removed.

A fence without strands of barbed wire can be easily scaled by thieves and vandals with minimal risk. On highway construction, fencing may be practical only around jobsite trailers, storage sheds or compounds for equipment and supplies. Equipment that cannot be fenced should be disabled at night and on weekends. Removing keys is not enough. Switch-jumping is as easy on equipment as it is on automobiles. Hidden kill switches should be installed on mobile equipment.

Although some protective fencing, such as that which is used on downtown construction sites, is made of plywood, it is well to consider the use of an occasional section of chain-link fencing. It provides better opportunity for surveillance at off-duty hours by security patrols, police and general public.

Separate parking areas outside the construction site should be provided for employees' cars. This can prevent the pilfering of tools and equipment which can easily be placed in vehicles and removed at the close of the working day.

Fenced in areas should be checked at the close of the workday to make sure no unauthorized vehicles remain to be used later for removing tools, equipment or supplies.

"No Trespassing" signs should be prominently displayed on fencing or the perimeter of the job site. Such signs discourage unauthorized intrusion onto the job site and if correctly worded, aids in the prosecution of apprehended trespassers. "No Trespassing" signs and other warnings of danger can also help protect the company from liability exposure for possible injuries to strangers or trespassers. The local law enforcement agency or an attorney may be consulted for appropriate wording of warning signs. Such "No Trespassing" and/or warning signs need to be easy to read and large enough to be seen from a distance

Alarms

Alarm systems are becoming popular on construction jobsites to protect supply trailers, portable buildings, and supplies. Some systems are highly sophisticated, but cost of installation and service charges may be prohibitive. However, moderately priced portable systems are sound alarms.

Before making such installations contact your local law enforcement agency. In some areas, the police or sheriffs office prohibit installation of systems that make direct calls to them. The use of private security patrol system may be necessary in such instances. Thoroughly investigate the qualifications of any private security company before hiring them. Check their bonding and insurance liability.

Security Companies and Guard Dogs

It may be advisable to employ the services of a credible, bonded and insured security company, either to maintain guard staff on-site or to make periodic patrols of the construction job site. Police departments often do not have the staff to make periodic patrols of the construction job sites or may be tied up dealing with emergencies or other priorities. An advantage of using a contract private

security service is that they can be given access to patrol inside the job site as well as the perimeter. They can also be given the responsibility for checking lighting and alarm systems on the job site, as well as the integrity of fencing.

Guard dogs are usually not recommended on the construction job site. The guard dog may not be able to differentiate between authorized or unauthorized persons. If used on the job site, guard dogs should be contained within a strictly off-limits area.

Lighting

Lighting as a crime deterrent is very high on the priority list if you plan on combating theft and vandalism. Lighting is also a good deterrent against the person who may commit a casual or impulse type of crime.

Temporary lighting should be used prior to the job start-up and expanded as the job progresses. Lighting should be concentrated on the equipment area, job site trailer, material yard, and along the perimeter of the job site. Critical areas should be visible from well traveled streets and roadways. Your lighting system should be visible enough that it can be spotted during the daytime hours for any thieves that may be casing your job site. In some cases a thief will pass up a well lit job site and move onto one that is not so well lit down the street.

The small cost of lighting during the night time hours is small compared to the loss you may suffer without lighting. It also lets law enforcement know that you are interested in preventing crime.

Key Control & Locks

The control of keys is essential on a construction job site. Keys should be issued to as few people as possible. The company crime prevention coordinator or his/her representative should maintain a record of issued keys. Included in this record or log should be a listing of the type of key issued, to whom, on what date and for what purpose. Un-issued keys should be secured and extra keys should be kept to a minimum. Keys should not be hidden on the job site and key control numbers should be removed from padlocks. To prevent unauthorized duplication, keys can be "plugged" with a rivet through the bow as a means of preventing alignment needed for machine duplication. You may want to check with your local locksmith and he can provide you with keys that are stamped "do not duplicate," which most honest locksmith's will comply with.

When purchasing locks for your job site, it is recommended you purchase only case hardened locks to prevent someone from cutting them off with a set of cheap bolt cutters. If at all possible some type of shield should be used to protect the shank of the lock to prevent it from being cut. Avoid combination locks on your job site. Too many people on the job site inadvertently end up with the combination to locks.

Gate Control

Gates to the construction job site should be kept to a minimum. Strange or unrecognized vehicles on the job site should be challenged. If possible and

practical to do so, uniformed guards should be utilized during working hours to check vehicles entering and leaving the job site. Gates should be closed and locked at night and on weekends.

Deliveries of Materials and Tools

Standards should be established and followed for checking material on and off of the job site.

One person should be assigned the responsibility of maintaining tight inventory control of all materials and tools delivered, and each should be signed for only after the invoice is carefully checked the invoice for shortages.

Expensive material should not be stored on the job site any longer than necessary. Whenever possible, the delivery of high value material or those in critical supply should be timed on an as needed basis for delivery. Law enforcement should be notified if there is going to be high valued material stored on your job site.

Materials and equipment should be spot checked frequently. Empty cartons should not be allowed to accumulate, as they may be used to carry supplies or material off the job site. Trash removal should be supervised so that tools and materials cannot be hidden in containers and then removed from the job site.

Tools and Equipment

Marking Tools and Equipment

One of the first things a thief does when he steals tools or equipment is to remove the serial number and model number identifiers from the equipment or tools. Even if you are absolutely sure the tool or equipment belongs to you it is difficult for law enforcement to positively identify the tool or equipment without a serial number.

Use some type of tool to mark or engrave your tools and equipment with the serial number. You should mark the serial number in two obvious places and one hidden place on the tool or equipment. If the tool or equipment does not have its own unique serial number, you may apply your own identifying number in the same locations as mentioned before. This is known as an “Owner Applied Number” and it can assist law enforcement in identifying your property. Painting tools in a bright color also makes the tool stand out and identifiable.

Encourage your employees to mark their own tools and equipment to help prevent arguments over ownership of tools. This will also help the employee identify their tools if they become stolen.

Record your tool and equipment serial numbers and give those numbers to the San Antonio Police Department when there is a theft. The San Antonio Police Department can immediately enter those numbers into the National Crime Information Computer. If any law enforcement officer in the United States checks the serial number on one of your tools or equipment it will notify that officer the tools or equipment is stolen. The San Antonio Police Department can

also check pawn shops through out the United States from their desktop computers to locate your stolen tools or equipment if they have been pawned.

Secure tools and equipment when not in use. Storage sheds or fenced areas should be provided on the job site for the secure storage of tools and equipment. When vehicular equipment is not in use, their cabs should be locked and ignition keys removed. Use metal shields on equipment windows to reduce vandalism. Oil and gas tank caps should be locked. Machines can be disabled with hidden ignition cutout switches.

General Security Recommendations

Enlist the help of your employees in reducing and preventing thefts from the job site. Encourage your employees to tell you about security problems they may have seen that you were unaware of.

Maintain your lighting, fencing and alarm system in good operating condition to deter thefts.

Have serial numbers and detailed description of items that are stolen so when the police arrive you have all of the necessary information for them to write a detailed report.

Reporting Thefts to the San Antonio Police Department

Calling the San Antonio Police Department

Once you have determined a theft has been committed call, the San Antonio Police Department on their non-emergency number 207-SAPD (7273). If there is a possibility the thieves are still on the premises or there is some type of emergency situation, call the San Antonio Police Department Emergency number 911.

Information Needed For A Police Report

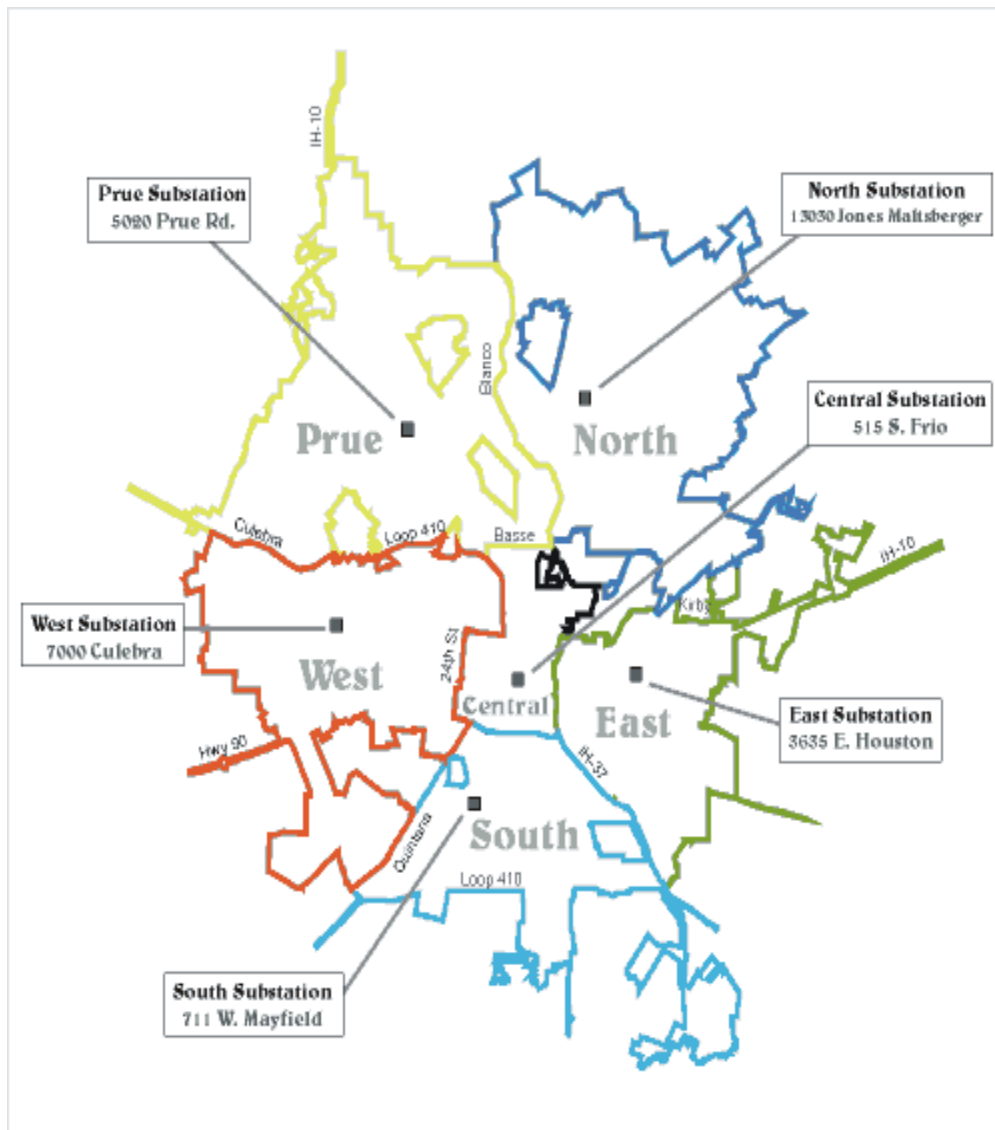
While you are waiting for the police to respond, you may want to take this time to inventory the job site to see what all is missing. Enlist the help of employees to inventory the job site, since they have a day to day hand on knowledge of the tools and equipment that maybe missing. Once you know what is missing gather the serial numbers, model numbers, and a description of the missing items.

Once the officer arrives at the scene, he will need to get basic information from you about you and your company such as address and phone numbers. The officer will need to know when the last time you knew the job site was secure such as closing time the previous day. He will also need to know when the break-in was discovered and a detailed list of any witnesses, serial numbers, model numbers, VIN numbers, and or PIN numbers from the items missing. The San Antonio Police Department realizes you maybe running a large job site and may not know what all is missing for several hours. Give the officer the information you have on missing items and ask the officer for your **Case Number**. Also ask the officer for **SAPD form #2-PCU**, which is a loss supplement form you can fill out when you have completed your inventory and know exactly what items are missing.

<http://www.sanantonio.gov/SAPD/FORMS.ASP#loss> It is very important you return this form as soon as possible. There are instructions on the form on how to complete the form and where and how to return the form to the San Antonio Police Department.

~~SAPD Form 2-PCU (Jan 98)~~

Central Substation, 515 S. Frio, Tel: 207-7413
East Substation, 3635 E. Houston, Tel: 207-7566
North Substation, 13030 Jones Maltsberger, Tel: 207-2812
Prue (NW) Substation, 5020 Prue Rd., Tel: 207-7169
West Substation, 7000 Culebra, Tel: 207-7421
South Substation, 711 W. Mayfield, Tel: 207-8964



The more information you supply to the detective assigned to your case the greater the chances are that your property maybe recovered and the person who committed the crime can be brought to justice. Not all cases are solvable, but every attempt will be made by the San Antonio Police Department to solve your particular case.

If you have any questions about your case or any other problem or concern you may have please don't hesitate to contact the San Antonio Police Department at any time. "We are here to protect and serve you".